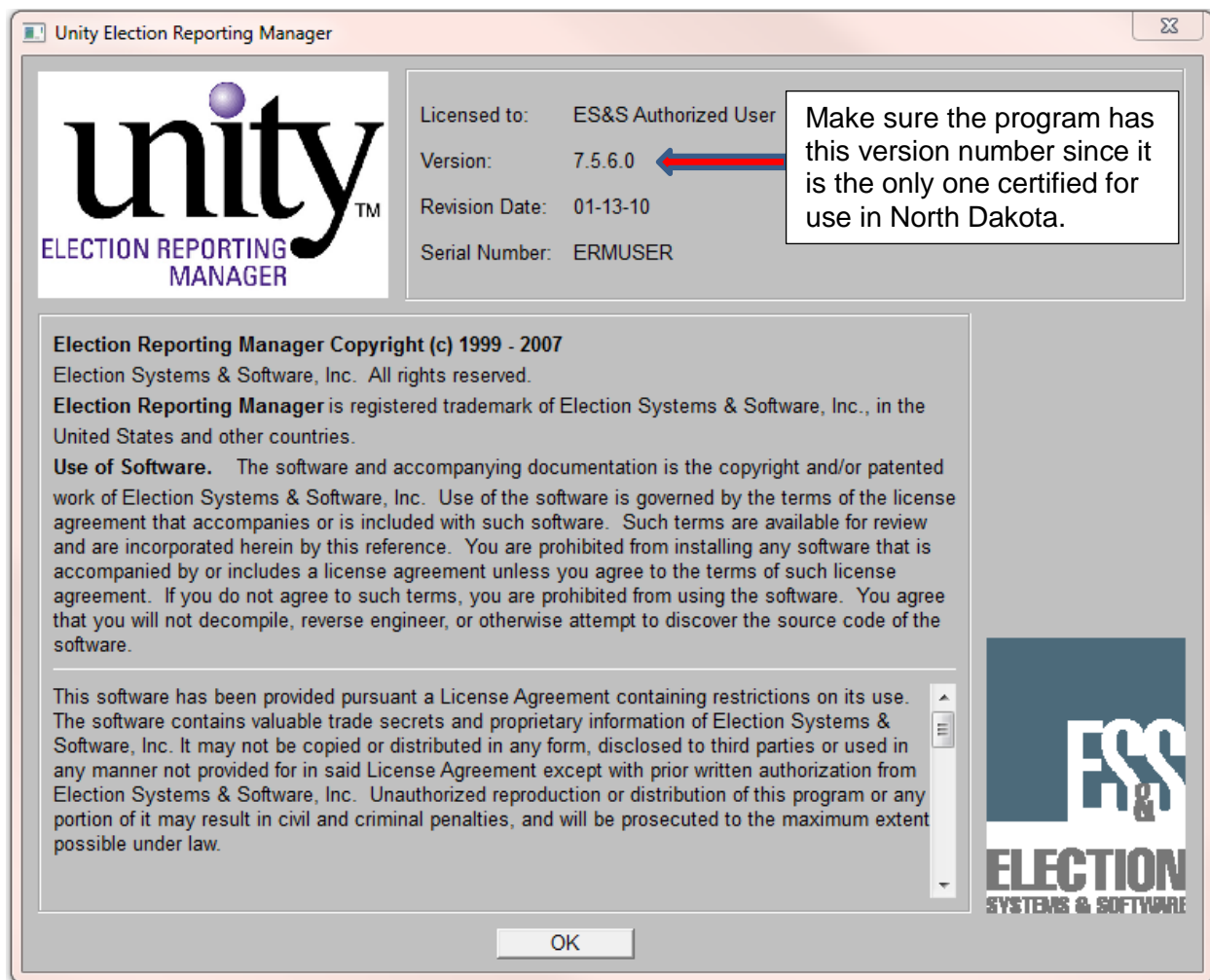
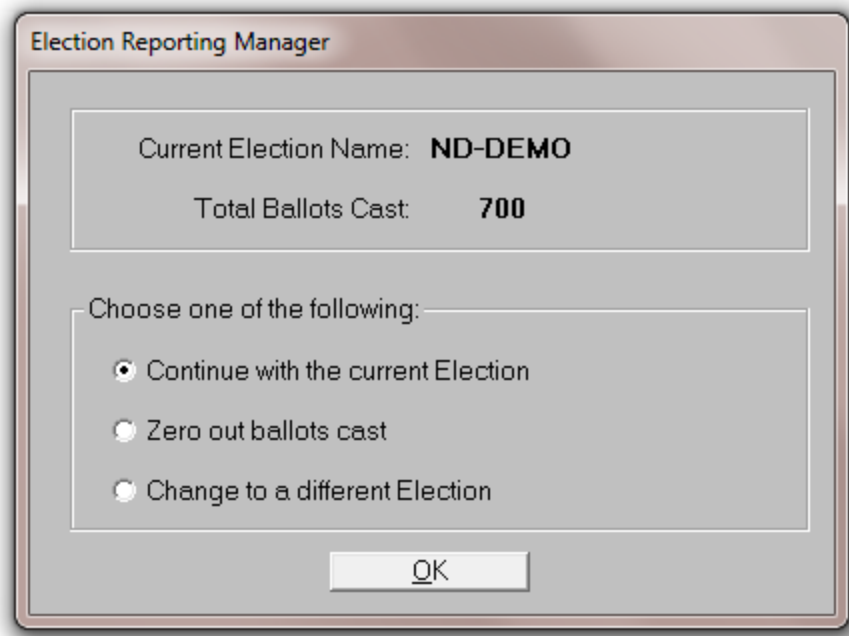


Opening ERM

Find and click on Election Reporting Manager either on your desktop or under All Programs on your computer's Start Menu. Under All Programs, look for Unity Election Systems. You should see the following screen.



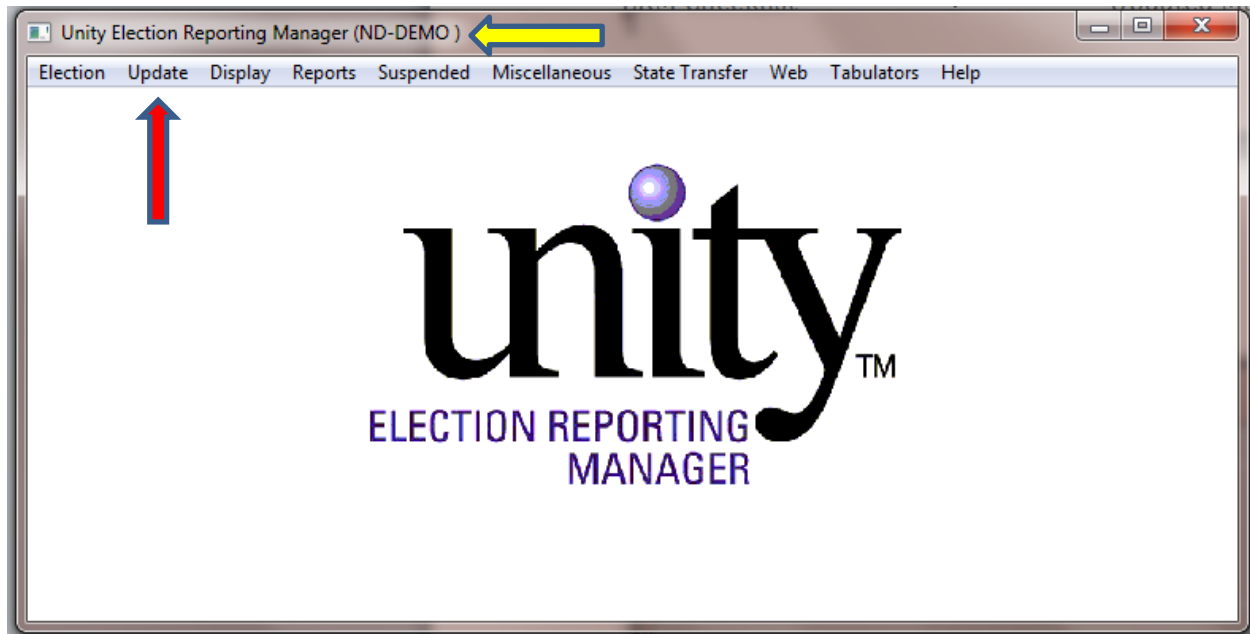
The first screen you come to after clicking OK should look something like:



At this point you need to make the appropriate choice for situation:

1. Continue with the current election if the election listed is where you want to be
2. Zero out ballots cast if the election is correct but start with a clean slate
3. Change to the election you want to work with.

This will bring you to the main screen of ERM

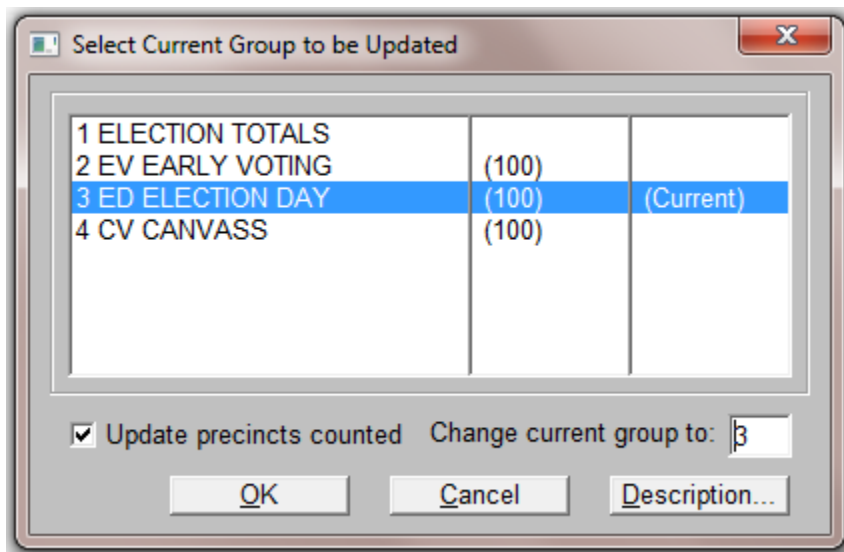


(Yellow Arrow) points to the election you are in – make sure it is correct.

Processing M100 Cards in ERM

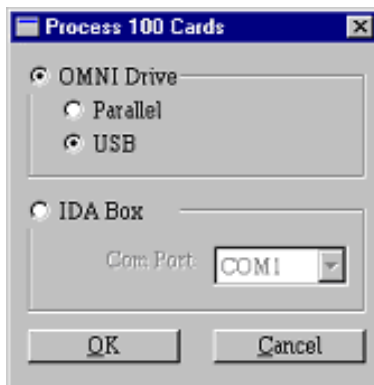
Important: Make sure you are processing the cards on the stand-alone computer first for the sake of election results security!

(Red Arrow) click on the Update menu item and slide down the list to click on Select Group to be Updated

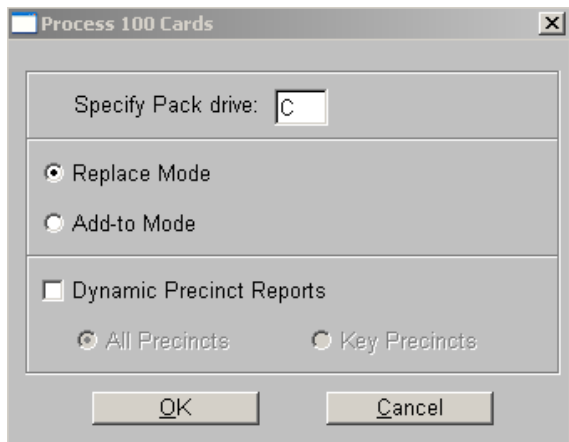


Make sure you are in the group into which you want to process the results. If the "Current" group is not the correct group, double click on the group you want and make sure the "Change current group to:" has the correct number of the group desired in the field. You only need to do this each time you desire to change the group.

(Red Arrow) click on the Update menu item and slide down the list to click on Process 100 Cards/200 Memory Sticks



Select the "**OMNI Drive**" and then select the "**USB**" and click OK.

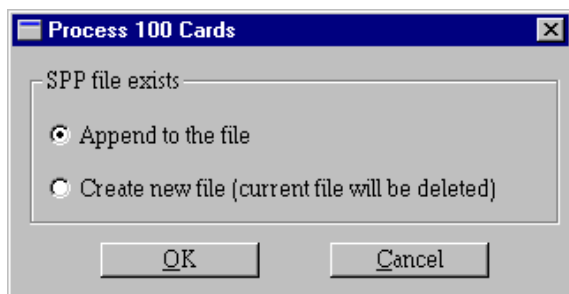


Enter the letter of the drive where you want the results stored. (If processing the results on a stand-alone PC, enter **C**, otherwise enter the network drive letter where the 'elecdata' folder resides)

Select **"Replace Mode"** if ERM results are to be replaced, OR select **"Add-to Mode"** if results from the same precincts exist on more than one PCMCIA card and the totals are to be added.

Warning! Use **"Add-to Mode"** only in the event that results for the same precinct are located on more than one PCMCIA card and the results of the two cards must be added.

Ensure the **"Dynamic Precinct Reports"** check box is **NOT** checked and click OK.



If a (SPP) file exists containing results for this election, the window above will appear.

- Select the **"Create new file"** button if this is the first time reading cards in on election night or during testing.
- Select the **"Append to the File"** button if you are continuing to process more cards after stopping to wait for more precincts to report, produce reports, web files, State Transfer files, etc.

Click OK and the following window will open

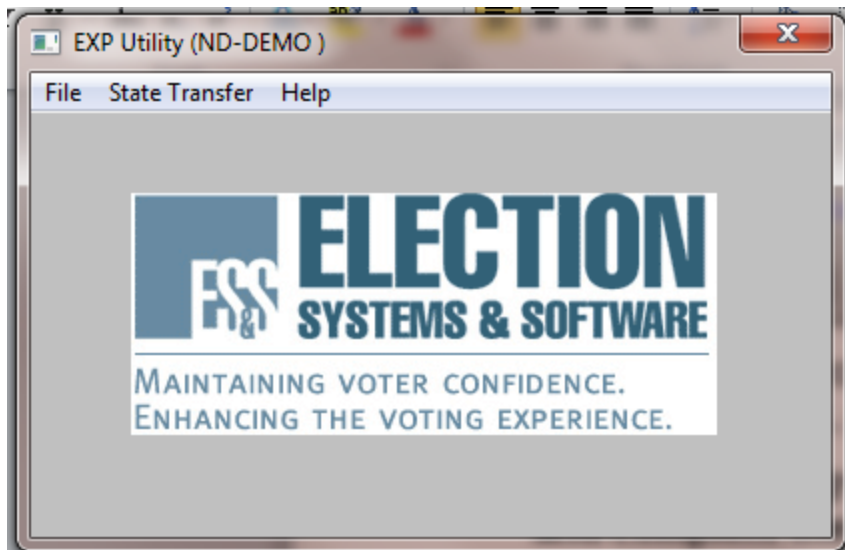
Insert PCMCIA card and click “**OK**” to read the data from the card.

To stop updating cards to wait for additional precincts to report, send results to the state, run ERM reports, etc., click “**Cancel**”.

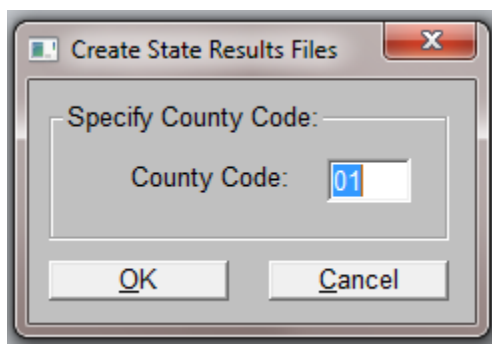
After completing steps 3 through 11 on the stand alone computer, return to step 3 and complete the same steps on the computer connected to the internet.

Creating the State Transfer File in EXP

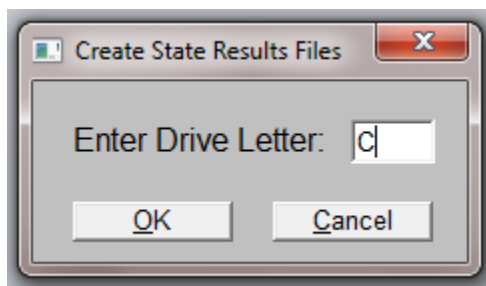
Find and open the EXP Utility on your computer



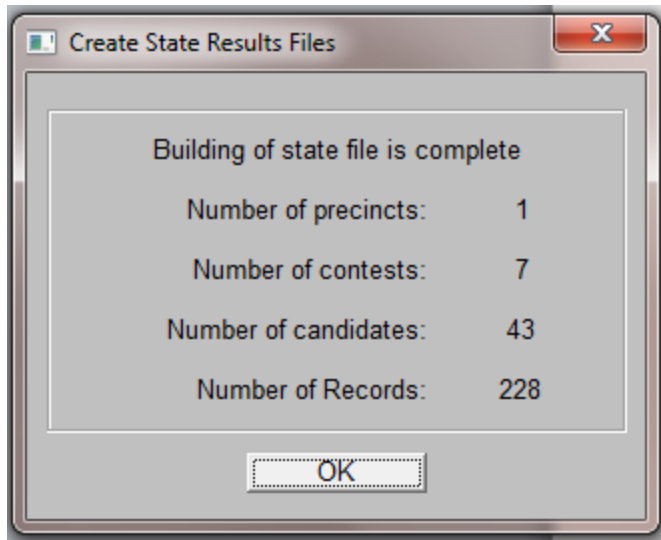
Click on the State Transfer menu item and slide down to the Create State Transfer File
The first time you enter the EXP Utility, you will be given the following screen:



Enter the two digit code associated with your county (01 being Adams and 53 being Williams) and then click OK.



Enter the drive letter where you want to store the file that is created and where you will find it when it is called for to upload results into VOICES.



With the exception of clicking OK, that is all that needs to be done within EXP. This file needs to be created each time results are to be uploaded into VOICES.

Uploading the State Transfer File into VOICES

Sign into VOICES and from the main menu:

- 1) Go to Returns>Maintain Returns



- 2) Click the “Click Here to Upload ERM Files” link (below the list of your precincts)

ELECTION NIGHT RETURNS		
County Election Night Returns Entry Pages		
Precinct name	Last Updated	Canvass Report Values
1101 Olivet Lutheran Church		Unopened
1102 Doublewood Inn		Unopened
1301 Westside Elem School		Unopened
1302 West Fargo City Hall		Unopened
1303 Veterans Memorial Arena		Unopened
2101 Robert D Johnson Rec Ctr		Unopened
2102 Fargo Civic Center		Unopened
2202 Arthur Community Hall		Unopened
2203 Buffalo Community Center		Unopened
2701 West Acres-Main Entrance		Unopened
4101 Bethel Evangelical Church		Unopened
4102 First Assembly of God		Unopened
4401 El Zagal Shrine		Unopened
4501 FargoDome		Unopened
4601 Vista Inn & Suites		Unopened
4602 Atonement Lutheran Church		Unopened

Done [Click here to upload ERM files.](#) Cancel

- 3) Click the “Browse” button to the left of the .erf field to select the file you saved on your computer (usually directly on C drive) (red arrow). Click “Transfer” to upload the results to VOICES (green arrow).

EXP Upload File Transfer - Cass

STATE.ERF file:

Browse...

- 4) You will be returned to the Maintain Returns page. The “Last Updated” field will tell you when a given precincts most recent update occurred. Below is the countywide aggregation of the results.

ELECTION NIGHT RETURNS

County Election Night Returns Entry Pages

Precinct name	Last Updated	Canvass Report Values
1101 Olivet Lutheran Church	3/9/2012 8:12:30.650 AM	Unopened
1102 Doublewood Inn	3/9/2012 8:12:30.650 AM	Unopened
1301 Westside Elem School	3/9/2012 8:12:30.650 AM	Unopened
1302 West Fargo City Hall	3/9/2012 8:12:30.650 AM	Unopened
1303 Veterans Memorial Arena	3/9/2012 8:12:30.650 AM	Unopened
2101 Robert D Johnson Rec Ctr	3/9/2012 8:12:30.650 AM	Unopened
2102 Fargo Civic Center	3/9/2012 8:12:30.650 AM	Unopened
2202 Arthur Community Hall	3/9/2012 8:12:30.650 AM	Unopened
2203 Buffalo Community Center	3/9/2012 8:12:30.650 AM	Unopened
2701 West Acres-Main Entrance	3/9/2012 8:12:30.650 AM	Unopened
4101 Bethel Evangelical Church	3/9/2012 8:12:30.650 AM	Unopened
4102 First Assembly of God	3/9/2012 8:12:30.650 AM	Unopened
4401 El Zagal Shrine	3/9/2012 8:12:30.650 AM	Unopened
4501 FargoDome	3/9/2012 8:12:30.650 AM	Unopened
4601 Vista Inn & Suites	3/9/2012 8:12:30.650 AM	Unopened
4602 Atonement Lutheran Church	3/9/2012 8:12:30.650 AM	Unopened

Done

[Click here to upload ERM files.](#)

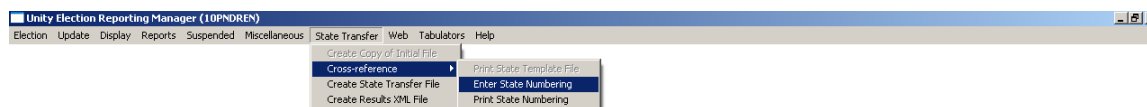
Cancel

Contest/Question	District Name	Party	Candidate/Question	Votes
Superintendent of Public Instruction		NON	write-in	11,811
Justice of the Supreme Court		NON	write-in	11,505
Judge of the District Court No. 6 Unexpired Term	East Central	NON	write-in	10,945
Judge of the District Court No. 8	East Central	NON	write-in	7,265
County Commissioner	Comm District 1	NON	Billy Nustad	12,199
	Comm District 1	NON	Steven Sprague	10,279
	Comm District 1	NON	write-in	10,295

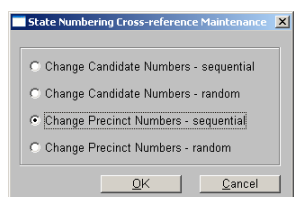
- 5) At this point, continue with entering the write-in votes. There is a checklist for this as well.

In Case of Emergency – ERM

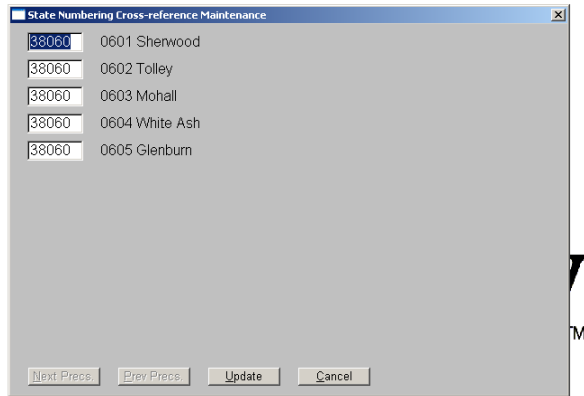
Setting Precinct Numbers in ERM



To change the precinct numbers in ERM (version 7.5.6.0); go to State Transfer – Cross Reference – Enter State Numbering.



Select Change Precinct Number – sequential



Edit the precinct numbers to remove the first two digits (your county code). The correct precinct code should be a four digit code that is on the right hand side of the screen. For example edit the code 38060 to 0601 Sherwood.

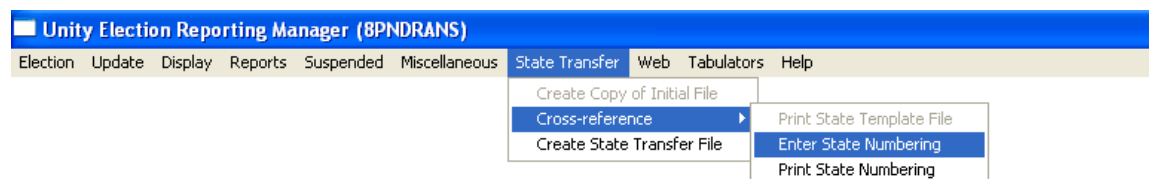
Once you have completed the editing on the first screen click **UPDATE**. If you have more precincts than can fit on the first screen, the Next Precs button will be active. Click on it and continue the edit process – remember to click UPDATE on each screen before moving on.

When you have completed all edits and clicked **UPDATE**, click Cancel to return to the previous screen.

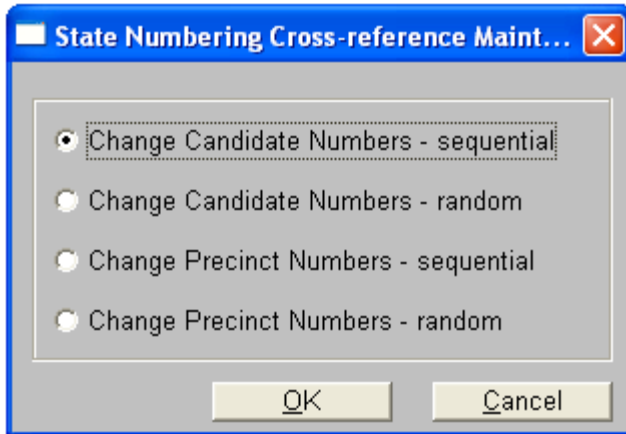
Update Contest & Write-In Candidate Numbers

Before starting the updating of contest and write in candidate numbers, please log into VOICES – go to REPORTS – ERM Contest and Candidate IDs. Print off the report that is produced to use in updating the contest and write in candidate numbers.

Once you have completed updating the precinct numbers, proceed to verifying the contest and candidate numbers by selecting the following options:



From the ERM main menu, select State Transfer – Cross reference – Enter State Numbering. The following window will appear:



Select "OK" to begin verifying the contest and candidate numbers. For each contest and candidate compare the report from VOICES (Reports - ERM Contest and Candidate IDs) to the entries on the window from ERM.

This will need to be completed once per election. Using your keyboard, you may [Tab] to the appropriate write in field, or simply select this field with your mouse.

<u>ContestID</u>	<u>CandID</u>	<u>PartyCode</u>	<u>Candidate Name</u>	<u>Office Name</u>	<u>OSH</u>
0001	0480	DEM	Tracy Potter	United States Senator	110
0001	0866	LIB	Keith J Hanson	United States Senator	110
0001	0000	NON	write-in	United States Senator	110
0001	0485	REP	John Hoeven	United States Senator	110
0002	0644	DEM	Earl Pomeroy	Representative in Congress	120
0002	0000	NON	write-in	Representative in Congress	120
0002	0534	REP	Rick Berg	Representative in Congress	120
0013	0213	DEM	Tim Mathern	State Senator District 11	200
0013	0000	NON	write-in	State Senator District 11	200
0014	0434	DEM	Sylvan Loegering	State Senator District 13	200
0014	0000	NON	write-in	State Senator District 13	200
0014	0392	REP	Judy Lee	State Senator District 13	200

State Numbering Cross-reference Maintenance

0002 0070 Representative in Congress RENVILLE COUNTY

ContestID

MCD: 00000 School District: 000000

00000-000000-0002-0534 Rick Berg

00000-000000-0002-0338 JD Donaghe

00000-000000-0002-0000 WRITE-IN → CandidateID

Next Cont. Prev Cont. Next Cands Prev Cands Update Cancel

The contest and candidate IDs will always be four digits (i.e. 0002) so please do not forget the leading zeros.

The WRITE IN candidate ID number should be entered as 9901.

MCD and School District should both be 0000.

Once all contests, including write in only contests, have been Updated, select “Cancel” twice to return to the main ERM screen. You are now ready to create the State Transfer file and upload into VOICES, or process results from the PCMCIA cards and then create the State Transfer File.

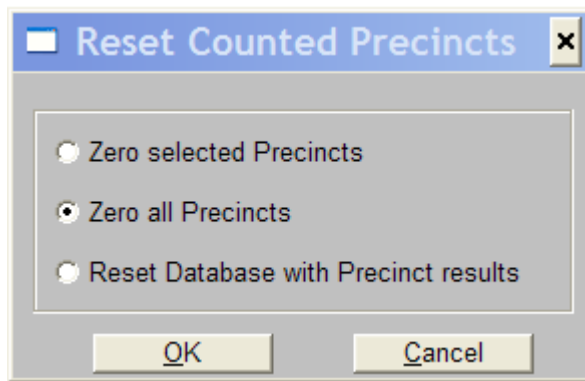
Resetting Counted Precincts in ERM

After you have completed your testing for the election all the way through the upload to VOICES, you will need to reset your precincts to zero in ERM. Follow these steps to complete this process.

Select the “**Update**” menu

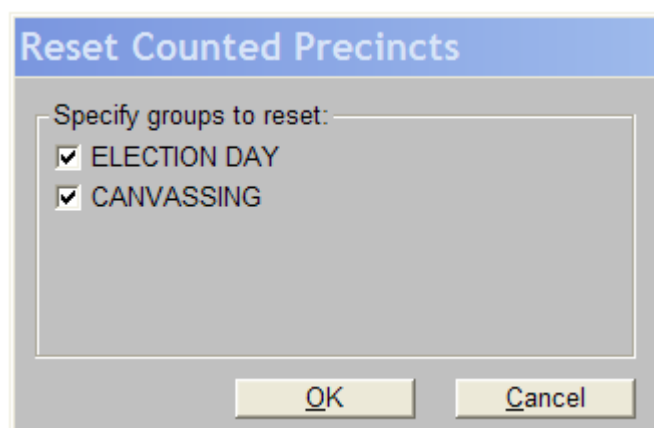
Select “**Reset Counted Precincts**”

Select “**Zero all Precincts**”

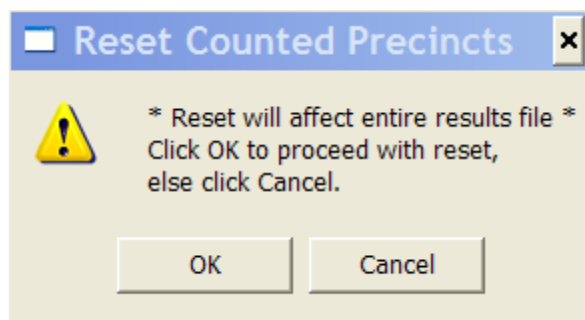


Select **"OK"**

Specify the groups to be reset and select **"OK"**



Select **"OK"** on the confirmation of the reset



Select **"OK"** to exit the window

